

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball  
 Region/Locality: Central Virginia  
 Period: Nov-02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
PSAP Assessment Phase-I - Hanover	Central Virginia	30	21	21	Provide Assessment Forms. On-site: 11-08-2002 Data collection, Interview, Strategic Planning.
PSAP Assessment Phase-I - Powhatan	Central Virginia	10	45	45	Provide Assessment Forms. On-site: 11-14-2002 Data collection, Interview, Strategic Planning.
PSAP Assessment Phase-I - Chesterfield	Central Virginia	30	22	22	Provide Assessment Forms. On-site: 11-20-2002 Data collection, Interview, Strategic Planning.
PSAP Assessment Phase-I - Henrico	Central Virginia	30	23	23	Provide Assessment Forms. On-site: 11-21-2002 Data collection, Interview, Strategic Planning.
PSAP Assessment Phase-I - Richmond, City of	Central Virginia	0	1	1	Pending
Wireless Carrier Admin Tasks	Central Virginia	20	32.84	32.84	Collect and provide updated WSP contact information to PSAPS. Send Lettrs of Authorization to all PSAPs for signature.
Wireless Carrier Phase-I Issue Identification	Central Virginia	15	26	26	Identify Phase-I test call failures and iissues. Provide Carrier Test Guidelines and Checklist to PSAPs.
CPE Issue Identification	Central Virginia	40	8	8	Identify Hardware Limitations. Identify ALI Formatting & CPE Issues.
Training	Central Virginia	20	7	7	Provide Phase-I and Phase-II Wireless Implementation technical overview and background information for client.

Reporting	Central Virginia	20	39	39	Provide copies of SOW and Task Hours to client per request. Setup Database and Status Report Forms for region. Enter data collected on-site. Review Funding Requests and True-Up reports.
Mapping System Evaluation	Central Virginia		20	20	Provide mapping system pricing options.
			244.84	244.84	

### Completed Tasks

Contact clients	Central Virginia	100	19	19	Introductions. Review SOW, expectations, available services, pressing needs. Identify stakeholders and collect contact information, Coordinate PSAP assessment advance preparations and schedules. Coordinate kick-off meeting schedule.
Regional Kick-off Meeting	Central Virginia	100	13	13	Preparations. 11-15-02 meeting. Richmond PSAP absent. Prepare minutes
			276.84	276.84	

### Issues of Importance

Issue	Actions Proposed to Resolve Issue	Comments
Powhatan PSAP suspects unidentified wireless carriers operating in county	Contact Carriers to confirm status and reporting compliance	
Powhatan PSAP not advised of carrier testing or test results.	Coordinate/attend retesting of all active carriers.	
Tower sector information being received in ALI address field.	Telecom specialist to confer with carrier	Impact on Phase-II implementation undefined.
Carrier and third party contact information requires update	Telecom specialist to request current contact info from carrier	